



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: December 22, 2006

POSITION: Office Assistant (Typing), Record Control
Permanent Full Time

SALARY: \$2073 - \$2520 – Range A
\$2248 - \$2733 – Range B

LOCATION: Oakland Office of Appeals
1515 Clay Street, Suite 902
Oakland, CA 94612-1413

POSITION DESCRIPTION:

Under general supervision, performs complex clerical work, which includes general typing and other work as required. The position requires a high degree of initiative, independence and originality involving a wide variety of responsibilities, involving thorough knowledge of the appeals process and Employment development Department (EDD) procedure.

- Receive process, distribute and dispatch mail, review decisions for format, make corrections as needed, copy and mail decisions following definite guidelines, i.e., empty mail bins, weigh and meter mail and deliver to proper mail facility.
- Generate daily disposition report by inputting closed data in the computer, verifying the report for accuracy. File closed cases on shelf.
- Use computer to create form decisions, standard letters and legal documents. Respond to EDD e-mail inquiries taking appropriate action as required, input/retrieve information.
- Assist on training employees.
- Purge closed cases. Order supplies.
- Operate copy machine and other office equipment.
- Perform other clerical work as required.

WHO SHOULD APPLY:

Persons who are reachable on the open Office Assistant (Typing) list or who are currently in the class of Office Assistant (Typing), or other classes within transfer range. SROA and surplus employees will be given first consideration.

SUBMIT APPLICATION

(Form 678) to: Unemployment Insurance Appeals Board
Attn: Ingrid Azvedo, APA
2400 Venture Oaks Way, Suite 400
Sacramento, CA 95833

CONTACT: For more information about this position, contact
Joann Byrne at (510) 622-3900

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